

I. INTRODUCTION

- A. Purpose: To establish and consolidate the requirements of this Department with those of the State of California in order to provide consistent standards for the use of decorative materials or Christmas trees in certain occupancies by providing minimum standards not otherwise addressed in Section 103.3.3 of the Fire Code.
- B. Scope: All members of this Department with code enforcement responsibilities. Informational to the general public and all other Department members.
 - 1. This regulation is applicable to all Group A; Group H and M wholesale and retail stores; Group E; Group I and public areas of Group R Division 1 occupancies.
- C. Author: The Deputy Chief of the Prevention Services Bureau, through the Assistant Fire Chief (Fire Marshal) of the Fire Prevention Division, is responsible for the content, revision, and periodic review of this regulation.
- D. Authority:
 - 1. California Code of Regulation, Title 19
 - 2. 2002 County of Los Angeles Fire Code, Title 32

II. RESPONSIBILITY

- A. All personnel with code enforcement responsibilities shall enforce this regulation whenever decorative materials or Christmas trees are encountered during fire prevention inspections.

III. POLICY

- A. This regulation shall pertain to the use of decorative materials and Christmas trees inside of all Group A; Group H and M wholesale and retail stores; Group E; Group I and public areas of Group R Division 1 occupancies. The standards contained herein will be enforced whenever the use of decorative materials and/or display of Christmas trees are such that they may enhance the fire or panic hazard.

IV. PROCEDURES

A. General requirements for decorative materials and Christmas trees:

1. Decorative materials shall be made from fire retardant material or shall be treated and maintained in a flame-retardant condition. A Certificate of Flame Resistance shall be retained on the premises and made available for review by the Fire Department. CCR Title 19, 3.08.
2. Shall not obstruct or conceal exit doors, aisles, exit signs or fire protection equipment. CCR Title 19, 3.08.
3. Shall be clear of all sources of ignition. Candles and open flames shall not be used on or near a tree within a distance equal to the height of the tree.
L.A. Co Fire Code, Appendix IV-B.
4. Only listed electrical lights and wiring shall be used on Christmas trees and similar decorations.

B. Christmas trees:

1. A permit shall be required prior to placement of the tree in a public building.
2. Cut trees shall be properly treated with an approved flame retardant. See Bulletin #3. L.A. Co Fire Code, Appendix IV-B.
3. Living trees shall not require flameproofing.
4. Trees shall be secured against falling, and shall be placed in a suitable stand with water. L.A. Co Fire Code, Appendix IV-B.
5. Trees shall be checked for dryness by the following method: stand in front of a branch, grasp it with reasonably firm pressure and pull your hand toward you, allowing the branch to slip through your grasp. If the needles fall off readily, the tree does not have the adequate moisture content, and it shall be removed immediately. L.A. Co Fire Code, Appendix IV-B.
6. Trees shall bear a tag stating date of placement in the public building, type of flame-retardant treatment used, name of the person who applied the flame retardant and the name of the person affixing the tag. L.A. Co Fire Code, Appendix IV- B.
7. Butt Cut: Prior to setting up a tree, the trunk shall have a fresh butt cut on a diagonal at least 1 inch (25.4 mm) above the original cut. L.A. Co Fire Code, Appendix IV-B.

8. Watering: Hot tap water shall be used when first filling a support stand. The water level, when filled, shall be at least 2 inches (51mm) above the butt of the tree. The water level shall not be lower than the butt of the tree. If the water level should become lower than the butt of the tree, the tree shall be removed immediately or re-cut per Section 6 of Appendix IV-B. L.A. Co Fire Code, Appendix IV-B.
 9. A minimum of one portable fire extinguisher with a rating of not less than 2:A:10 BC shall be provided.
- C. Field fire resistance test:
1. Fire-retardant treated Christmas trees, bark and leaf fibrous decorative materials and paper products:
 - a. Remove small sample portion of treated product to a safe outside area. Hold match or other source of flame to treated product. There shall be no spread of flame from the area in contact with the test flame, and any after flaming shall not exceed 10 seconds. CCR Title 19, Sections 1264.2, 1264.3
 2. Fire-retardant treated fabrics:
 - a. Remove small sample portion of treated product to a safe outside area. Hold match or other source of flame to treated product. The treated fabric shall not continue to flame for more than one second after the ignition source is removed. CCR Title 19, Section 1261.